

# **Centennial City Clerk**

## **Monthly Report**

### **JUNE 2013**

<b>Activity</b>
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#### **Boards and Commissions**

The City Clerk served on the ad hoc appointment committees for the Election Commission and the Senior Commission in June. Five applicants for the Election Commission were interviewed on June 13<sup>th</sup>. Interviews for the Senior Commission will be later in July.

#### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council meetings in June. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

#### **Senior Commission**

The Senior Commission met for their monthly meeting on June 11, 2013.

#### **Liquor Licensing**

The Liquor Licensing Authority did not meet in June.

Seventeen (17) renewal applications were processed by the Deputy City Clerk in June.

Two applications for Special Event Permits were received and processed in June. Progressive Health Center was granted a permit for its event at Centennial Center Park on July 27<sup>th</sup>. The Centennial Rotary Foundation was granted a permit for the Centennial Under the Stars event at Centennial Center Park on August 3<sup>rd</sup>. Because these events were co-sponsored by the City, the application fees were waived.

Nine (9) Special Occasion Alcohol Permit applications were processed and approved by the City Clerk's office in June for Centennial Center Park.

#### **Passports**

Two-hundred sixty-one (261) passport applications were accepted and sent to the U.S. Department of State in June. One-hundred forty-seven (147) photos were taken.

## Public Records Request

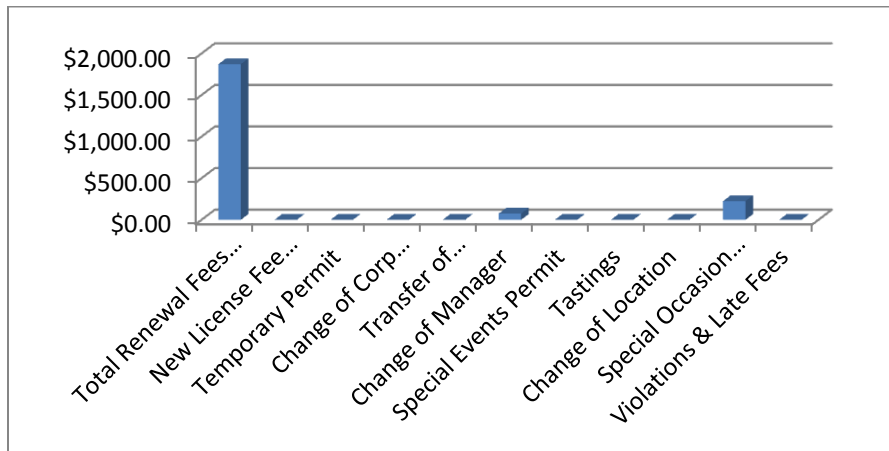
The City Clerk's office processed ten (10) public records requests in June. All requests were completed in a timely manner according to the Colorado Open Records Act.

## Fees

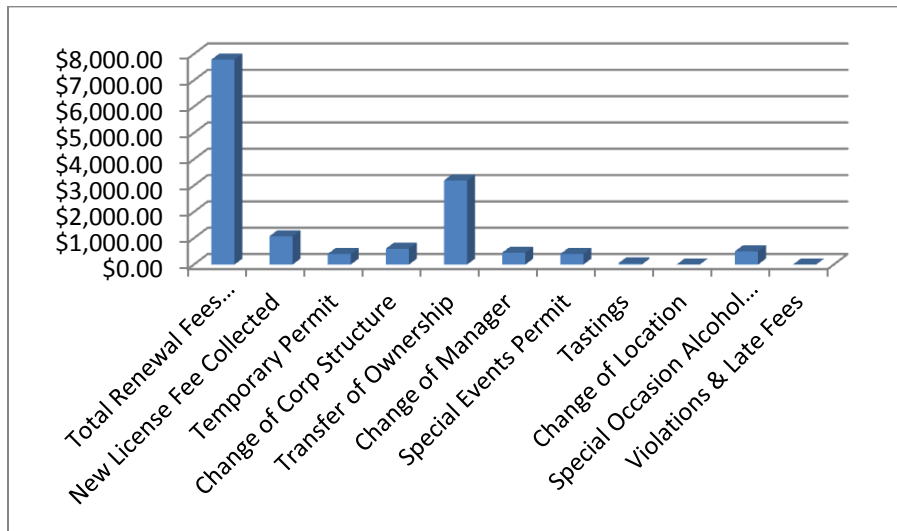
### Liquor Licensing

Total Licensing Fees Collected June 2013: **\$2,171.25**

#### June 2013



**Year to Date Fees Collected (2013): \$14,457.50**



### Passports

Total Passport Fees Collected June 2013: **\$7,955.00**

Execution Fees to the City of Centennial: \$6,525.00

Photo Fees Collected: \$1,470.00

**Public Records Request**

Total Public Records Request Fees Collected June 2013: **\$25.00**

Year to Date Total Fees Collected 2013: **\$95.00**

**Total Fees Collected by the City Clerk's Office Year to Date (2013): \$54,955.00**

<b>LIQUOR LICENSING FEES</b>	<b>OPEN RECORDS REQUEST FEES</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER FEES</b>
<b>\$12,261.25</b>	<b>\$95.00</b>	<b>\$54,955.00</b>	<b>\$0.00</b>

<b>Special Projects / Trainings</b>
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The Deputy City Clerk conducted Records Management SIRE EDMS trainings with the Community Development, City Manager's Office and Public Works Department in June.

The Deputy City Clerk and Records Clerk attended a CMCA Advanced Liquor Training in Lakewood on June 28<sup>th</sup>.